



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ROAD CREW SUPERVISOR

Class No. 006019

■ CLASSIFICATION PURPOSE

To plan, coordinate, and supervise major road and drainage construction, maintenance, and repair projects on County roadways, bridge structures, culverts, and related structures; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a management class allocated to the Department of Public Works, Transportation Division. Under general direction, this class plans, organizes, and coordinates the work of crews engaged in road and road structure maintenance.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential Functions:

1. Plans, organizes, directs, and supervises the work of road maintenance workers and equipment operators performing construction/repair projects.
2. Constructs, installs, and inspects walkways, box culverts, guardrails, and other roadside structures.
3. Inspects the condition of roads and road structures.
4. Recommends work project priorities and methods.
5. Determines labor, material, and equipment needed for particular projects, and prepares cost estimates.
6. Determines whether roads and road structures endangered by floods or seasonal rains are fit for use.
7. Makes emergency repairs and arrangements for traffic, including constructing and placing portable, temporary walkways.
8. Procures and reviews the work of private contractors performing specialized services.
9. Confers with other County departments and outside agencies regarding joint projects, special work, specification determination, etc.
10. Investigates complaints on the condition of roads.
11. Directs all work connected with grading, shaping, pavement marking, striping and signing, improving, and repairing of roads and road structures.
12. Prepares reports and maintains work records.
13. Performs maintenance scheduling.
14. Monitors stock inventory level and replenishes as needed.
15. Operates heavy equipment, power tools, and trucks.
16. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient, and timely manner.

## ■ KNOWLEDGE, SKILLS, AND ABILITIES

### Knowledge of:

- Methods of maintenance for the repair and construction of streets, roads, and drainage facilities.
- Equipment and materials used in construction and maintenance of roads and drainage facilities.
- Bridge guardrail and barricade construction principles and fundamentals.
- CalTrans standards plans and regional standard drawings.
- General carpentry and masonry.
- Math used in carpentry, concrete, and masonry work.
- General concrete formwork and construction techniques.
- Cost reporting and record keeping.
- Safety practices.
- Basic principles of training and supervision.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Supervise, train, and coordinate the work of numerous and diverse work crews.
- Construct road and bridge guardrails and other related structures.
- Establish grade with a survey instrument (e.g., construction and/or hand level).
- Interpret and analyze construction plans and specifications.
- Keep records.
- Coordinate the work of crews.
- Estimate costs.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are:

1. Eighteen (18) months as a Senior Equipment Operator with the County of San Diego Department of Public Works, OR
2. Two (2) years of experience as a Road Structures Worker III with the County of San Diego, OR
3. Two (2) years experience as a supervisor or lead worker involved in the construction, maintenance or repair of highways and/or roads in a county, city, state or equivalent government agency, OR
4. Five (5) years of experience constructing, maintaining, and repairing a wide variety of road and bridge structures, culverts and related structures, OR
5. Five years of construction experience, including general carpentry work or the construction of bridges and related roadside structures.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers, and copiers, climbing of stairs, scaffolding, and roofs, walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, and reaching above and below shoulder level. Incumbents use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 50 pounds, and occasionally weighing up to 70 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California Class B driver's license with tank and air brake endorsements is required at time of appointment and must be maintained throughout employment in this class. Some positions may require possession of a California Class A driver's license.

Certification/Registration

None Required.

Working Conditions

Works outdoors in all weather conditions and in proximity of vehicular traffic to work area. Exposure to noise, dust and harmful substances. Works around heavy equipment, and occasional emergency work. Frequent work on ladders, scaffolding, roofs and roadways. Work schedules may require working multiple shifts including evenings, weekends, and holidays in order for the department to respond to emergencies and inclement weather.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: September 9, 1999**  
**Revised: October 31, 2003**  
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**Revised: April 1, 2005**  
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